

Message Text

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ORIGIN OIC-04

INFO OCT-01 ARA-10 ISO-00 STR-04 IO-03 EB-05 SY-04 SSO-00

/031 R

DRAFTED BY IO/OIC:HWBURROWS:MIZ

APPROVED BY IO/OIC:HWBURROWS

ARA/MGT:KACKERMAN (DRAFT)

ARA:DSZABO (DRAFT)

STR:WEBERLE (DRAFT)

IO/OIC:MEJACKSON (DRAFT)

----- 059220

O R 121755Z APR 74

FM SECSTATE WASHDC

TO AMEMBASSY BOGOTA IMMEDIATE

AMEMBASSY BRASILIA IMMEDIATE

AMEMBASSY BRIDGETOWN IMMEDIATE

AMEMBASSY BUENOS AIRES IMMEDIATE

AMEMBASSY CARACAS IMMEDIATE

AMEMBASSY LIMA IMMEDIATE

AMEMBASSY MANAGUA IMMEDIATE

AMEMBASSY MONTEVIDEO IMMEDIATE

AMEMBASSY SANTIAGO IMMEDIATE

INFO AMEMBASSY GUATEMALA

AMEMBASSY GEORGETOWN

AMEMBASSY KINGSTON

AMEMBASSY MEXICO

AMEMBASSY NASSAU

AMEMBASSY PORT AU PRINCE

AMEMBASSY SAN JOSE

AMEMBASSY SANTO DOMINGO

AMEMBASSY SAN SALVADOR

AMEMBASSY TEGUCIGALPA

AMEMBASSY PANAMA

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E.O. 11652: N/A

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TAGS: PFOR, XM, ETRD, OVIP (EBERLE)

SUBJECT:CONSULTATIONS ON MULTILATERAL TRADE NEGOTIATIONS -
ADMINISTRATIVE ARRANGEMENTS

REFERENCE: (A) STATE 069965, (B) 073782

PANAMA FOR RSO

1. PARTICIPATION

AMBASSADOR EBERLE AND PARTY WILL ARRIVE YOUR POST PER
REFTEL ABOARD SPECIAL MILITARY AIRCRAFT. PARTY CONSISTS OF
AN ESTIMATED 15 PEOPLE. FIRM ETA AND PASSENGER LIST WILL BE
SUPPLIED SEPTTEL.

2. CUSTOMS, HEALTH AND IMMIGRATION

REQUEST BULK CLEARANCE FOR ENTIRE PARTY AND AIRCRAFT
CREW. PASSPORT NUMBERS, PLACE AND DATE OF BIRTH WILL BE
PROVIDED SEPTTEL. PARTY HAS ALL NECESSARY SHOTS BUT
BECAUSE OF EASTER HOLIDAYS, HAVING DIFFICULTY IN OBTAINING
VISAS. CAN ADDRESSEE POSTS OBTAIN WAIVER OF VISA
REQUIREMENTS IF NECESSARY. ADVISE SOONEST. ASSIGN EMBASSY
OFFICER TO RECEIVE PASSPORTS FROM TRIP ADMINISTRATIVE
OFFICER AND HANDLE ENTRY/EXIT FORMALITIES.

3. SECURITY

SPECIAL PROTECTIVE SECURITY REQUIREMENT LEFT TO

DISCRETION REGIONAL AND POST SECURITY OFFICER.

4. ACCOMMODATIONS

A. SLEEPING

(1) PARTY SHOULD BE HOUSED IN ONE CENTRALLY LOCATED
HOTEL AS CLOSE TO EMBASSY AS POSSIBLE. PRESENT
REQUIREMENTS STATED IN PARA 6C REFTEL (A) AMBASSADOR EBERLE
AND WIFE REQUIRE TWIN BEDS WHEN STAYING AT HOTELS.

(2) SUGGEST PARTY BE PRE-REGISTERED WITH KEYS IN
DOOR.

(3) ACCOMMODATIONS AND GROUND TRANSPORTATION FOR
CREW BEING HANDLED SEPARATELY VIA MILITARY CHANNELS.

(4) ADVISE AVERAGE HOTEL COSTS OF ROOMS, MEALS,
INCIDENTALS, ETC., TO DETERMINE WHETHER SPECIAL PER DIEM
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IN ORDER.

(5) EMBASSY TO PAY COST OF HOTEL ROOMS ONLY FROM
TRAVEL ORDER NUMBERS TO BE SUPPLIED SEPTTEL. INDIVIDUALS
TO PAY FOR MEALS, INCIDENTALS, ETC.

(6) INSTRUCT HOTEL(S) IN ADVANCE TO PROVIDE SEPARATE
BILLING, (1) BILL FOR COST OF ROOM INCLUDE SERVICE CHARGE
AND TAXES FOR PAYMENT BY POST, (2) BILL FOR PERSONAL
PAYMENT BY INDIVIDUAL TRAVELLERS PRIOR TO DEPARTURE FOR

ANY ADDITIONAL CHARGES.

B. OFFICE SPACE

(1) REQUEST ONE OFFICE BE ESTABLISHED IN HOTEL AS CONTROL ROOM. CONTROL ROOM SHOULD BE LOCATED AS NEAR AS POSSIBLE TO ROOM OCCUPIED BY DOROTHY KILEY.

(2) FURNISH CONTROL ROOM WITH TABLE, ELECTRIC TYPE-WRITER, BAR LOCK CABINET AND COPY MACHINE. IF POSSIBLE, INSTALL DIRECT LINE TO EMBASSY SWITCHBOARD.

(3) FISCAL DATA WILL BE SUPPLIED SEPTEL.

(4) AT NON-OVERNIGHT STOPS, EMBASSY SHOULD PROVIDE OFFICE FOR AMBASSADOR EBERLE AND CONFERENCE ROOM FOR BALANCE OF PARTY.

5. GROUND TRANSPORT

A. POST SHOULD PROVIDE ASSIGNED CAR FOR AMBASSADOR EBERLE ON 24-HOUR BASIS WITH 6 POOL CARS FOR REST OF PARTY.

B. PROVIDE BUS FOR PARTY, WITH EXCEPTION AMBASSADOR EBERLE AND WIFE, TO AND FROM AIRPORT.

C. IF POST UNABLE TO FURNISH REQUIRED TRANSPORTATION FROM EMBASSY MOTOR POOL, ADVISE COST OF VEHICLE RENTALS WITH DRIVERS.

D. WHERE NECESSARY, FISCAL DATA WILL BE PROVIDED SEPTEL.

6. BAGGAGE

(1) A COVERED TRUCK SHOULD BE PROVIDED FOR BAGGAGE WITH RACK FOR DRESS OR SUIT BAGS.

(2) BAGGAGE MUST BE UNDER VISUAL OBSERVATION OF AN AMERICAN EMPLOYEE DURING MOVES AND AT COLLECTION POINTS PRIOR TO DEPARTURE OF PARTY. (UPON ARRIVAL BAGGAGE MAY BE DELIVERED TO ROOMS BY HOTEL BAGGAGEMEN, LOCAL EMPLOYEES, ETC., HOWEVER, PARTY MEMBERS WILL ACCOMPANY LIMITED OFFICIAL USE

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THEIR LUGGAGE TO COLLECTION POINT UPON DEPARTURE.)

(3) THERE WILL ALSO BE SEVERAL BRIEFCASES OF CLASSIFIED MATERIAL WHICH WILL BE GIVEN TO EMBASSY OFFICER FOR DELIVERY TO CONTROL ROOM.

7. PERSONNEL

A WILL REQUIRE CLEARED SECRETARY TO MAN CONTROL ROOM.

B. WILL REQUIRE 24-HOUR MARINE GUARD AT CONTROL ROOM.

C. WILL REQUIRE STAND-BY SECRETARY TO BE USED IF NEEDED.

D. IF INTERPRETERS REQUIRED, ADVISE COST.

E. IF POSTS UNABLE TO PROVIDE SECRETARIAL HELP FROM EXISTING STAFF, POSTS AUTHORIZED TO EMPLOY CLEARED DEPENDENT WIVES. ADVISE DEPARTMENT IF FUNDS REQUIRED.

8. REPRESENTATION

DEPARTMENT GRATIFIED BY REPLIES RECEIVED SO FAR AND WILLINGNESS OF POSTS OR HOST GOVERNMENTS TO HOST LUNCHEES AND DINNERS. ANY POST THAT ANTICIPATES DIFFICULTY IN FUNDING REPRESENTATIONAL EVENTS SHOULD LET DEPARTMENT KNOW SOONEST. DEPARTMENT HOPES TO BE ABLE TO MEET REASONABLE NEEDS OF POSTS UNABLE TO FUND REPRESENTATIONAL EVENTS OR NEEDING PARTIAL ASSISTANCE.

9. MISCELLANEOUS

A. ARRANGE FOR DELIVERY OF TELEGRAMS TO PLANESIDE AND TO CONTROL ROOM.
B. ADVISE OF ANY LOCAL HOLIDAYS, WORKING CONDITIONS OR SPECIAL SITUATION THAT MIGHT AFFECT THE VISIT.
C. ADVISE OF ANY SPECIAL HEALTH PRECAUTIONS YOU DEEM NECESSARY.
D. PLEASE FURNISH ANTICIPATED LOCAL WEATHER CONDITIONS, INCLUDING AVERAGE HIGH AND LOW TEMPERATURES SO THAT MEMBERS OF PARTY CAN BE GUIDED ACCORDINGLY WHEN ARRANGING CLOTHING FOR THE TRIP.

10. CONTACTS FOR VISIT

ADMINISTRATIVE OFFICER (WITH PARTY)
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DOROTHY KILEY - 456-2694

TRIP PROJECT OFFICER (SUBSTANTIVE-TRADE-STR)
BARBARA STEINBOCK, OFFICE OF SPECIAL REPRESENTATIVE
FOR TRADE - 395-6971

TRIP PROJECT OFFICER (SUBSTANTIVE-TRADE-WITH PARTY)
STEPHEN LANDE, OFFICE OF SPECIAL REPRESENTATIVE FOR
TRADE - 395-3422

TRIP PROJECT OFFICER (SUBSTANTIVE - ARA)
WILLIAM KENPPER - OFFICE 632-2079, HOME 652-2079

ADMINISTRATIVE OFFICER (WASHINGTON)
HUGH W. BURROWS - 632-1242. KISSINGER

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